

INSTRUCTIONS FOR AGENCY REPORTS CONCERNING
RECOMMENDATIONS OF THE ADMINISTRATIVE
CONFERENCE OF THE UNITED STATES

1. Recommendations to be covered. Each agency report will cover all recommendations contained in Appendix IV of the final report of the Conference, except as indicated below:

a. General exclusions. Recommendations numbered 1, 5, 11, and 17 are not applicable to executive departments and agencies; necessary action will be taken by the Office of Administrative Procedure, Department of Justice.

b. Single agency recommendations. The following recommendations apply to a single agency.

<u>Number</u>	<u>Agency</u>
3	Interstate Commerce Commission
4	" " "
6	Department of Defense
14	Interstate Commerce Commission
18	National Labor Relations Board
20	Civil Aeronautics Board
21	" " "
22	Federal Communications Commission
23	" " "

The above recommendations will be excluded from the reports of all agencies except the specific agency to which each applies.

2. General format of reports.

a. Parts. Each agency report will be divided into two parts. Part I will cover agency views on applicable recommendations and identify those not applicable to activities of the agency. Part II will describe the status of agency actions to carry out recommendations.

b. Columns. Each part will consist of three columns, to be used as follows:

Column 1. Recommendation numbers in sequence;

Column 2. Symbolic notations presenting as much information as possible in coded form, as described in items d and e below;

Column 3. All other requested information.

c. Recommendation numbers. When a single number for a recommendation in the Conference report covers several distinct recommendations (identified by a, b, c, etc.), each will be treated as a separate recommendation to the extent necessary to express clearly the agency views or the status of agency action.

d. Part I: Notation symbols and other requested information. Agency views and other necessary information will be provided through notations and additional comments, as follows:

(1) Not applicable (NA). Enter "NA" in column 2 to indicate that the agency does not carry out any activity of the type to which the recommendation is directed.

(2) Approved (App). Enter "App" in column 2 to indicate that a recommendation is approved without modification for application in an agency.

(3) Approved in principle (AIP). Enter "AIP" in column 2 to indicate that the objective of the recommendation is approved, but that the objective will be achieved by a different method than the Conference recommended. In the third column enter a brief description of the modification necessary to achieve the objective in the agency.

(4) Disapproved (Dis). Enter "Dis" in column 2 to indicate that the recommendation is not acceptable to the agency. Give a brief description of the reasons for disapproval in column 3.

(5) Evaluation not completed (ENC). Enter "ENC" in column 2 to indicate that the agency's evaluation of a recommendation has not been completed. In column 3 describe the status of the agency's evaluation and give the date when it is expected to be completed.

(6) Other. If agency views respecting a particular recommendation cannot be adequately presented as described above, leave the notation column blank, and describe agency views and the reasons therefor in the third column.

e. Part II: Notation symbols and other requested information. Recommendations reported by an agency in Part I with the notation "NA" (not applicable), "Dis" (disapproved), or "ENC" (evaluation not completed) are excluded from Part II. The status of agency action with respect to each other recommendation listed in Part I will be reported, as follows:

(1) Administrative action completed (AAC). Enter "AAC" in column 2 to indicate that a recommendation or the agency modification as described in Part I has been put into effect in the agency by administrative action.

(2) Administrative action under way (AAU). Enter "AAU" in column 2 to indicate that action is under way to carry out a recommendation or an agency modification as described in Part I, followed in column 3 by the date when action probably will be completed.

(3) Administrative action pending (AAP). Enter "AAP" in column 2 to indicate that the agency expects to carry out a recommendation or an agency modification as described in Part I but has not actually initiated implementing action, followed in column 3 by a date indicating when it is expected that such action will be initiated.

(4) Legislation required (LR). Enter "LR" in column 2 to indicate that the recommendation requires new or amended legislation which may appropriately be initiated by the agency. Describe the status of agency action with respect to the initiation of a legislative proposal.

(5) Outside agency authority (OAA). Enter "OAA" in column 2 if Part I indicated approval or approval with modifications, but action to carry out the recommendation or to initiate necessary legislation should be taken by another agency.

(6) Other. If the status of agency action cannot be covered adequately under any of the above procedures, leave the notation column blank and describe the status of action in the third column.

3. Illustration of format. Attachment B of this Bulletin illustrates the desired format for agency reports.

Part I. Views

<u>Rec. No.</u>	<u>Code</u>	<u>Comments and other information</u>
2	App.	
7	NA	
8	AIP	(Describe briefly how the method of achieving the objective of the recommendation will be modified by the agency)
9	---	(Describe briefly agency views and the reasons therefor)

(etc., numbering pages in sequence)

(New page) Part II. Status of Action

<u>Rec. No.</u>	<u>Code</u>	<u>Comments and other information</u>
2	OAA	
8	AAC	
9	OAA	
10	AAU	May 15, 1963
12	---	(Describe briefly the status of agency action to carry out the recommendation)

(etc., numbering pages in sequence)